



Brisbane Southside Morris Minor Car Club Inc.

(Incorporated Association No: IA01241)

By-laws

Version 1.0

Version control

Version	Date	Comment
V1.0	03/10/2012	By-laws approved by Management Committee
	00/00/2012	By-laws ratified by General Membership

Table of contents

1	INTRODUCTION.....	4
1.1	The By-laws	4
2	MEMBERSHIP.....	4
2.1	Classes	4
2.2	Application.....	4
2.3	Fees.....	5
2.4	Membership financial year.....	5
2.5	Register of membership	5
2.6	Rights and privileges of membership	5
3	COMMITTEE OF MANAGEMENT.....	6
3.1	Office Bearers (the Executive)	6
3.2	Other Office Bearers (general committee members)	6
3.3	Period of election.....	7
3.4	Election of management committee.....	7
3.4.1	Lodging of nominations	7
3.4.2	Publication of nominations.....	7
3.5	Method of election of management committee	7
3.5.1	Ballot lists	7
3.5.2	Proxy votes	7
3.5.3	Scrutineers	7
3.5.4	Executive committee nominations.....	7
3.5.5	Other Office Bearers nominations	8
3.6	Meetings of the management committee	8
3.6.1	Quorum for management committee	8
3.6.2	Attendance at management committee meetings	8
3.6.3	Casting votes	8
3.7	Forfeiture of election to management committee	8
3.8	Appointment of sub-committees	8
4	ANNUAL GENERAL OR GENERAL MEETINGS.....	8
4.1	Quorum.....	8
4.2	Voting and casting of votes.....	9
4.3	Monthly Members meeting	9
5	GENERAL	9
5.1	Reportage of meetings.....	9
5.2	By-Laws	9
5.3	Financial.....	9
5.3.1	Approval of expenditure	9
5.3.2	Financial year	9
5.4	Documents	9

1 Introduction

These by-laws are an addendum to the Rules of Association.

1.1 The By-laws

The by-laws are divided into the following parts:

1. Membership
2. Committee of management
3. Annual general or general meetings
4. General

2 Membership

2.1 Classes

The following categories of membership are available:

1. **Ordinary** member –
 - (i) adult member aged **18 years** and over;
 - (ii) voting rights at all meetings;
 - (iii) eligible for election to the management committee.
2. **Family** member -
 - (i) spouse/partner of the ordinary member as well as any child(ren) under the age of 18 years;
 - (ii) only the spouse/partner has voting rights;
 - (iii) only the spouse/partner is eligible for election to the management committee.
3. **Junior** member
 - (i) child(ren) under the age of 18 years;
 - (ii) has no voting rights and is not eligible for election to the management committee.
4. **Life** member –
 - (i) life membership may be conferred upon a member who has rendered outstanding service to the association;
 - (ii) nominations shall be submitted in writing to the management committee for consideration, and if approved, referred to the next annual general meeting of the association for confirmation;
 - (iii) as per the Rules of Association, the effective vote requires 3/4 majority of the members present to be in favour of the recommendation; and
 - (iv) this right is not transferable.

2.2 Application

Every applicant for any class of membership of the association shall be proposed and seconded by financial members of the association. The application must be in writing on the prescribed form (as approved by the management committee), and must be accompanied with the relevant fees.

Any member who is more than two years in arrears or is deemed un-financial must reapply for membership and, if approved by the management committee, will be allocated a new membership number in the register.

2.3 Fees

2.3.1 The initial Joining fee is \$15.00 on application for membership (ordinary members only)

2.3.2 Membership fees are as follows:

1. Ordinary member - \$25.00 per annum.
2. Family member(s) - \$30.00 per annum.
3. Junior member - \$5.00 per annum.
4. Life member - free.

2.4 Membership financial year

The membership financial year is 1st June – 31st May.

Renewal of membership is due by 31 May each year otherwise membership may be determined un-financial.

2.5 Register of membership

A detailed register of membership must be compiled. Membership lists should only be accessed by members authorised by the Executive and that the use of such lists are to be restricted to defined BSMMC Inc. core business activities.

Any other uses outside these defined activities must have the acceptance of 3/4 of the Executive.

The register of membership should include the following:

1. Name of the member;
2. Postal or residential addresses of the member;
3. Email address (if applicable) and Phone no.
4. Type of membership;
5. Date of admission as a member;
6. The date of death or time of resignation of the member;
7. Details about the termination or reinstatement of membership;
8. Date fees paid; and
9. Any other particulars required by the management committee.

2.6 Rights and privileges of membership

The management committee may alter the privileges of membership from time to time provided:

1. Any intended alteration is advised by way of a motion to the committee to be voted on at the next meeting; and
2. A 3/4 majority of committee members vote in favour.

Current privileges include:

Ordinary member - Magazine/car club events/inter car club events on invitation/state car club events/national car club events.
Voting rights at all types of general meetings.
Eligible for election to the management committee.

Family member - As per an ordinary member (over 18 years but excluding the club magazine).

Members under 18 exclusions include the magazine, voting rights and eligibility for election to the management committee.

Junior member - Club magazine and invitations to car club events if accompanied by a responsible adult.

Life member - As per ordinary member. Not transferable.

2.7 Code of Conduct for all Members

Upon acceptance as a member to the BSMMC Inc., you will be expected to abide by the following code of conduct:

- Be a financial member at all times;
- Behave in a manner that will not discredit the Club and its members;
- Respect all members without discrimination or harassment, based on race, religion, age, sex, sexual preference or disability;
- Abide by each State and/or Territory Traffic and Transport Legislation during Club activities;
- Not make representations for and on behalf of the Club without prior consent of the Committee;

Each member will be held accountable for their actions. Any such contravention may result in action being taken by the Committee in accordance with the Association Rules and or By Laws.

Where the Code of Conduct conflicts with the Association Rules, the Association Rules will prevail.

3 Committee of management

3.1 Office Bearers (the Executive)

The Executive will consist of:

1. President
2. Vice President
3. Treasurer
4. Secretary

3.2 Other Office Bearers (general committee members)

The number of general committee members will be determined by the Executive. The number will not exceed six (6) or less than four (4)

These positions may include:

Queensland Historic Motoring Council Delegate; Newsletter Editor; Dating Officer; Librarian; Regalia Officer; Activities Officer and/or Catering Officer

3.3 Period of election

All management positions are for one (1) year period or until the next election takes place.

3.4 Election of management committee

As determined by the management committee prior to the Annual General Meeting.

3.4.1 Lodging of nominations

Written nominations duly signed by the member, proposer and seconder shall be lodged with the Secretary at least twenty-one (21) days prior to annual general meeting.

3.4.2 Publication of nominations

In accordance with the Act, the Secretary shall produce a list of candidates in alphabetical order, with the name of the member who nominated each candidate, and such list will be distributed to members by any means determined by the management committee.

3.4.3 Insufficient Nominations

Should there be insufficient nominations to fill all positions, further nominations shall be called from the floor at the time of election.

3.5 Method of election of management committee

3.5.1 Ballot lists

Ballot lists will be prepared by the Secretary (if necessary) and distributed to all financial ordinary members, family members (over the age of 18 years) and life members present.

3.5.2 Proxy votes

Proxy votes submitted in the prescribed manner must be handed to the Secretary for verification prior to the start of the meeting.

Only those members who were financial at 31 May are eligible to vote.

3.5.3 Scrutineers

At least two (2) scrutineers must be appointed to complete the vote count. Where possible the role of scrutineer should be independent of the proceedings, for example, non-involved attendees or members who haven't accepted a nominated position.

3.5.4 Executive committee nominations

Nominations received for each executive office bearer will be read and voted on separately. If ballots have been distributed, eligible voters will tick only the nominee for whom they wish to vote.

Only those members who were financial at 31 May are eligible to vote.

3.5.5 Other Office Bearers nominations

General committee member nominations will be read and voted on separately. If ballots have been distributed to eligible voters, such members will tick only the nominee for whom they wish to vote.

Only those members who were financial at 31 May are eligible to vote.

3.6 Meetings of the management committee

The management committee may meet and conduct its proceedings as it considers appropriate.

Committee members may take part in meetings using any technology that reasonably allows members to hear and take part in discussions, for example, teleconferencing.

3.6.1 Quorum for management committee

A quorum will comprise greater than 50% of the total number of the committee members elected and/or appointed at the last annual general meeting.

3.6.2 Attendance at management committee meetings

Management committee meetings are the forums in which the Association members elected representatives make decisions on their behalf.

3.6.3 Casting votes

At management committee meetings motions will be decided by a simple majority. In the case of equality, the motion will be deemed to be decided in the negative.

3.7 Forfeiture of election to management committee

Committee members who fail to attend three (3) consecutive management committee meetings without a satisfactory excuse, will be deemed by the committee to have relinquished their position as a committee member. The committee may appoint another financial member to fill this vacancy.

3.8 Appointment of sub-committees

The management committee may appoint a sub-committee for any purpose the committee deems necessary. Such sub-committee can be on-going or project related.

4 Annual general or general meetings

The annual general meeting must be held within four months of the end of the association's financial year.

4.1 Quorum

A quorum for an (annual) general meeting is the number of members equal to double the number of management committee members plus one.

4.2 Voting and casting of votes

Each financial member present shall be entitled to one vote. In the case of equality of votes the Chair shall have a second or casting vote.

4.3 Monthly Members meeting

Monthly members meetings will be held to provide a platform for members to address the management committee and put forward resolutions for discussion and acceptance/rejection by the majority of members present. A quorum for such meetings will be equal to the number of elected management committee members plus one. If the votes are equal, the motion is decided in the negative.

5 General

5.1 Reportage of meetings

The Secretary shall record full and accurate minutes of the proceedings, including action items, responsible officers and resolutions.

These minutes should be distributed to all attendees for verification and signed by the Chair and Secretary at the next management committee meeting.

5.2 By-Laws

The management committee may, from time to time, make, amend or repeal by-laws not inconsistent with the Rules of Association for the internal management of the Association, provided the following procedure is followed:

1. Any addition, amendment or repeal is given in the form of a notice of motion to be voted upon at the next management meeting where a 3/4 majority vote of committee members present is necessary.
2. By-laws may also be set aside at a general meeting of the Association on a 3/4 majority vote of financial members present provided prior notice of the intended change(s) is(are) advised to all members at the time of calling the general meeting.

5.3 Financial

5.3.1 Approval of expenditure

Capital expenditure must be approved by the Executive.

5.3.2 Financial year

The financial year of the Association will be 1st June – 31 May.

5.4 Documents

The management committee shall provide for the safe custody of books, documents, instruments of title and securities of the Association.